

~~ADMINISTRATIVE~~ INTERNAL USE ONLY

3 August 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Supplementary Suggestions Resulting from IG Survey
of the Office of Personnel

1. Dispersal of Office of Personnel Components. The estimate that the loss of efficiency is equivalent to five full-time ceiling positions cannot be specifically tested but is probably reasonable. There is no question that the separation of Qualifications Analysis Branch from the File Room has generated a great deal of extra work but there are other losses which to me are equally important. Working as this Division does on overall personnel problems, we miss the opportunity for easy and frequent discussion with the Plans and Review Staff and though this loss is not convertible to man hours, it must nonetheless be considered a loss for the Office of Personnel and the Agency. Similarly, the displacement of Outplacement Branch generates a substantive loss as well as creating a loss of management and complicating paper flow. The Clerical Assignment Branch must, of course, be considered as a separate problem and I doubt that it should ever be brought into the Headquarters Building or at least not until public transportation and local housing changes in this area.

2. In paragraph 10, under Benefits and Services Division, the IG has spoken of the lack of privacy and includes the problems of Personnel Operations Division. There is little I can add to my earlier comments under other circumstances about our special problem. In the Placement Branch, there perhaps is enough space but both the architect's rules and the physical limitations of the heating and air conditioning system prevent satisfactory solution. If the Outplacement Branch were to be returned to this Building, we hope it would be to space which would permit private offices for each of the officers. Mere decency in human relations would suggest that a Branch Chief have a place in which he could talk to his people privately. A particularly serious case in point is the Chief, Transactions and Records Branch, who has on a continuing basis one of the more difficult supervisory tasks and yet he shares his office with two and sometimes three other people.

3. Fitness Reports. I am not sure what the evidence is of the conclusion the IG draws regarding the misunderstanding in OCR and ORR of the meanings of the term adequate and proficient when used in a Fitness Report. However, if it is desired that I do so, I could approach the question by first talking to the personnel officers of those two components. I intend to restudy the most recent machine analysis of the Fitness Report to see whether the rating pattern will confirm the IG's opinion. I would not propose further action until such study and discussion with the personnel officers.

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